



# Environmental Management System Pilot Program



## Kick-off Meeting November 17-18, 2009

### Agenda

#### Tuesday, November 17, 2009

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|---------------|---|
| 9:00 – 10:00  | Introduction by SWAP Advisory Council/Goals |
| 10:00 – 10:30 | Overview of Pilot Program                   |
| 10:30 – 10:45 | <i>Break</i>                                |
| 10:45 – 12:00 | Understanding the Basics of EMS             |
| 12:00 – 1:00  | <i>Lunch</i>                                |
| 1:00 – 1:30   | Understanding the Basics of EMS (continued) |
| 1:30 – 2:00   | EMS Fenceline                               |
| 2:00 – 2:30   | EMS Policy                                  |
| 2:30 – 2:45   | <i>Break</i>                                |
| 2:45 – 4:30   | EMS Gap Analysis (with Exercise)            |
| 4:30 – 5:00   | Re-cap                                      |

#### Wednesday, November 18, 2009

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|---------------|--|
| 9:00 – 9:30   | Involving Senior Management                          |
| 9:30 – 10:30  | Identifying EMR and EMS Core Team                    |
| 10:30 – 10:45 | <i>Break</i>   |
| 10:45 – 12:00 | Objectives and Targets; Action Plans (with Exercise) |
| 12:00 – 1:00  | <i>Lunch</i>   |
| 1:00 – 2:00   | Documentation and Records                            |
| 2:00 – 2:30   | Communication  |
| 2:30 – 2:45   | <i>Break</i>   |
| 2:45 – 4:00   | Determining Metrics (with Exercise)                  |
| 4:00 – 5:00   | Website/Identifying Pilots' Next Steps               |